

ADMINISTRATIVE AIDE—FINANCE

**COUNCIL APPROVED:
GRADE-570**

DEFINITION:

Performs a wide variety of administrative and technical work in the areas of accounting, budget, data processing, investments and financial analysis; performs other duties as required. Would also work with outside auditors, and on required state reports.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Director of Finance.

EXAMPLES OF DUTIES:

Duties may include, but not limited to, the following:

- Exercises technical and functional oversight of the work of account clerks.
- Monitors, reviews and assists account clerks with accounting and data processing problems that arise during daily operation.
- Provides technical expertise in the resolution of problems.
- Trains other departmental staff in policy, procedures and the use of automated accounting systems.
- Coordinates the work of account clerks in setting priorities to meet deadlines.
- Provides responsible, professional and technical assistance in the departments' administration and implementation of the City's financial, auditing, budgetary, and investment functions.
- Participate in and assumes varying degrees of responsibility for specialized accounting reports and analysis, general ledger, monthly statements, bank reconciliation, financial statements, fixed assets, budgets, preparing and verifying calculation, purchasing and payroll related matters.
- Serves as alternate Systems Operator of the AS400 System. Operates P.C. and utilizes Lotus 123, Multiplan, and word processing software.
- Handles the administration of assessment districts: Quotes, payoff information, prepares annual data to send the County to be included on tax bills, tracks investments and processes the accounting entries.
- Performs related duties as required.

QUALIFICATIONS:

Associate of Arts degree in public or business administration and four years of experience performing technical financial work in a public agency. In lieu of an associate degree, six years of related experience in public financial administration may be substituted.

KNOWLEDGE:

Requires knowledge of municipal government organization and functions.

ABILITIES:

The ability to analyze and make recommendations on organization operations; ability to plan and perform research, work easily with numbers, and prepare written reports; ability to work effectively with others and the public. Excellent writing, mathematical, verbal, and computer skills essential.